

Issue Analysis Form



Date: March 10, 2020
Item: Personnel Policy Revision
Lead Department(s): Human Resources
Contact Person(s): Corrie Hurt

Description and Current Status

Staff has revised the personnel policy entitled Employee Performance Review for the Board's consideration at the March 10, 2020 meeting.

Employee Performance Review – The Human Resources Director has revised the Employee Performance Review policy to incorporate changes that are a result of the job-specific evaluations for all employees. The essential duties are part of the job-specific evaluations and there is an "other performance" measure tab that captures the employee's communication, time management, ethical behavior, attendance and respect in the workplace. The scores changed with the new evaluation which created the need to change the score of "3" to say "meets expectations" since that is no longer a score of 3 on the new evaluations.

Government Path

- | | | |
|--|---|--|
| Does this require IDA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require BZA action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does This require Planning Commission Action? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does this require Board of Supervisors action? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does this require a public hearing? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| If so, before what date? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

Fiscal Impact Statement

None.

County Impact

By revising the Employee Performance Review Policy, we are in line with the new evaluations that have been used since January 1, 2020.

Notes

COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 12.1	Page 1 of 1
	SUPERSEDES: January 1, 2006	DATE ISSUED: January 9, 2018
SUBJECT: Employee Performance Review	AUTHORIZATION: Adopted by the Board of Supervisors January 9, 2018; to become effective January 9, 2018	

12.1 Employee Performance Review

On an annual basis, supervisors shall rate and discuss the overall job performance with each employee using the Employee Performance Appraisal Form.

The Employee Performance Appraisal Form is job specific based on the essential duties and responsibilities of the position and in addition, evaluates every employee in the following areas: ~~knowledge, skills and abilities, quality of work, quantity of work, work habits, communication skills, dependability, cooperation and adaptability, initiative, judgment, attendance and punctuality, and supervisory skills if applicable. Employees may be rated on additional indicators as deemed appropriate by the supervisor.~~ Policies and procedures, time management, decision making, team work, communication, leadership/ethics, attendance, respect in the workplace and customer service. All evaluations shall be approved by the Department Director. Evaluations with a total score of less than ~~a three (3)~~ "meets expectations" shall be reviewed by the County Administrator. A copy of the evaluation shall be kept in the employee's permanent personnel file in the Human Resources Department.

The employee may submit a rebuttal statement as part of the evaluation and such statement shall remain in the employee's personnel file as long as the evaluation is retained on file.

Board of Supervisors
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 10th day of March, 2020:

Present:

Vote:

Donald R. Hunter, Chairman
Alan R. Carmichael, Vice-Chairman
Floyd M. Brown, Jr.
Marlene J. Waymack
T. J. Webb

A-1

On motion of _____, seconded by _____, which carried unanimously, the following Resolution was adopted:

RESOLUTION; PROPOSED REVISIONS PRINCE GEORGE COUNTY PERSONNEL POLICIES; SECTION 12.1 ENTITLED *EMPLOYEE PERFORMANCE REVIEW*

WHEREAS the Prince George County Personnel Policy Manual has been reviewed by staff and it has been recommended that the policy entitled *Employee Performance Review* be reviewed and considered for revision in the County's Personnel Policies;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of the County of Prince George, this 10th day of March, 2020 does hereby amend the Prince George County Personnel Policy by approving a revision to the policy entitled *Employee Performance Review* as requested.

A Copy Teste:

Percy C. Ashcraft
County Administrator